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REPLY TO
ATTENTION OF:

**DEPARTMENT OF THE ARMY
REGIMENTAL NONCOMMISSIONED OFFICER ACADEMY
FORT GORDON, GEORGIA 30905-5491**



ATZH-LCA (310-2d)

8 September 2006

MEMORANDUM FOR Regimental Noncommissioned Officer Academy

SUBJECT: Policy Memorandum #7 – Leave and Pass Policy

1. Reference, AR 600-8-10, Leave & Passes, 15 FEB 06.
2. This memorandum will establish policies governing the use of leave and passes. This policy letter applies to all military personnel assigned or attached to the Regimental Noncommissioned Officer Academy (RNCOA). All personnel assigned will not accumulate leave. Personnel that maintain a 60 day leave balance and wait until late in the FY to take leave, risk the loss of leave if the operational situation requires their presence. Personnel should plan to take 30 days leave throughout the fiscal year.
3. The objectives of the leave and pass policy is to have a full accountability of cadre and students at all times. All passes and leaves will be approved in writing by the appropriate supervisor(s) utilizing the proper procedures outlined below.
 - a. All cadre leaves/pass request (see enclosure one for request form) will be submitted in a timely manner to ensure that paperwork is processed and the chain of command has time to assess the operational situation to ensure that all unit missions/taskings will be accomplished. Emergency leave will be handled on a case by case basis.
 - (1) Mileage Pass for distances traveled over 150 miles will be turned in NLT 3 days prior to the desired date to the branch chief.
 - (2) 3-4 Day Pass will be turned in NLT 3 days prior to the desired date to the branch chief.
 - (3) Ordinary Leave will be turned in NLT 7 days prior to the desired date to the RNCOA S1.
 - (4) PCS Leave will be turned in NLT 30 days prior to departure date to the RNCOA S1.
 - (5) Terminal Leave will be turned in NLT 120 days prior to start date to the RNCOA S1.
 - (6) All cadre will be allowed to sign in and out on leave to the RNCOA S1 during the duty day and the staff duty after duty hours.

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b. All student leave/pass request (see enclosure two for request form) will be submitted in a timely manner to ensure that paperwork is processed and the chain of command has time to assess the request for approval/disapproval. Students that miss more than 72 hours of training will be dismissed from the course. Emergency leaves will be handled on a case by case basis.

(1) Mileage Pass for distances traveled over 150 miles will be turned in 3 days prior to the desired date to the branch chief (SSGL/SGL are not authorized to approve).

(2) 3-4 Day Pass will be turned in 3 days prior to the desired date to the branch chief (SSGL/SGL are not authorized to approve).

(3) Ordinary Leave will be turned in 7 days prior to the desired date to the RNCOA S1 (SSGL/SGL are not authorized to approve).

(4) All students will physically sign in and out on leave at the RNCOA S1 during the duty day and the staff duty desk after duty hours.

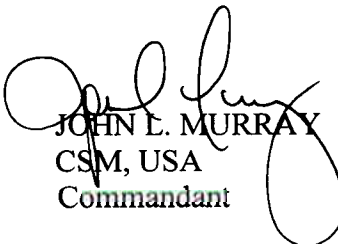
c. A vehicle safety check and risk assessment will be conducted prior to a pass or leave and will be signed by the immediate supervisor. A risk assessment can be found by logging onto <https://crc.army.mil/home/>. Once you have logged on to the site click on the POV Risk Assessment Tool link. Each Branch Chief will schedule time to conduct vehicle safety checks for all vehicles prior to a scheduled 4 day Training/Holiday Pass.

d. Emergency leave/passes will be processed IAW AR 600-8-10. Approval authority is delegated to the branch chief once a vocal is received by the commandant.

e. Leave extensions will be approved for exceptional cases by the Commandant only. If an extension is required the individual on leave must contact his/her chain of command to obtain approval.

f. Persons not signing back in on time are subject to disciplinary action under the provisions of the Uniform Code of Military Justice.

4. Branch Chiefs will ensure that no more than 10% of their unit assigned strength will be signed out on leave/pass at one time with the exception of block leave time periods.


JOHN L. MURRAY
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Commandant

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